Business Administration

Course Number:	**BUAD 262**
Course Title:	**ORGANIZATIONAL BEHAVIOUR**
Credits:	3
Calendar Description:	This course examines management of human behaviour in organizations. Individual and interpersonal behaviour related to perception, learning, communication, motivation and job satisfaction are included. Leadership, ethics, the effective management of work groups, decision-making, and the implementation of organizational development processes are discussed *(also offered by Distance Education).*
Semester and Year:	**Winter 2017**
Prerequisite(s):	BUAD 123
Corequisite(s):	No
Prerequisite to:	BUAD 340, 370, 410
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No
Transfer Credit:	PMAC
Special Notes:	Students with credit for BUAD 162 cannot take BUAD 262 for further credit.
Originally Developed:	1978
EDCO Approval:	February 2009

Chair's Approval:

Professors

Name	Phone number	Office	Email
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Learning Outcomes

Upon completion of this course students will be able to

- reveal insight about self and others gained through active learning exercises, case studies, and sharing personal stories.
- handle the realities of working in organizations by applying learning to scenarios and real world examples.
- assess the value of diversity as a way to improve organizational performance by utilizing the concepts of performance management and integrative negotiation.
- contribute positively to groups and organizations through integrating conflict management and teambuilding skills and by being exposed to biases and perceptual errors.
- communicate effectively in written and verbal methods through practice and refinement in presentations, debates, class discussions and assignments.
- analyze motivation to improve individual and group performance using Tuckman's model and motivational theories.
- apply critical thinking to improve decision-making by integrating frameworks and techniques to real scenarios and case studies.
- develop ethics and values to enhance organizational performance through the application of theories regarding leadership, politics, perception and power.

Course Objectives

This course will cover the following content:

- The field of organizational behavior and its purposes
- Perception processes and errors
- Emotions and personality traits and how they work within group dynamics
- Values and attitudes and their effects
- Motivation and empowerment of individuals and groups
- Team development and performance
- Communication barriers and effective interpersonal communication skills
- Power and politics in the workplace
- Leadership roles, issues, and factors affecting leadership effectiveness
- Organizational and personal factors affecting creativity
- Organizational culture origin, development, and effectiveness
- Change management
- Stress and the concept of a toxic workplace

Evaluation

Term Work (Group 30% + Individual 15%)	45%
Mid-term Exam*	25%
Final Exam*	30%
Total	100%

Notes

* Students must earn half of all available exam marks to achieve a passing grade in the course.
Summary of Group vs. Individual Assessment: Individual component = 25% (mid-term) + 30% (final) + 15% (term work) = 70% Group component = 30% (term work) Participation mark can be impacted by peer feedback.
Exams questions may include short answer, essay type, multiple choice, and true/false/why.
Written & oral communication skills are an integral part of this course.

Required Texts/Resources

Langton, N., Robbins, S. P., & Judge, T. A. (2014) Fundamentals of Organizational Behaviour, 5th Canadian ed. Toronto, Ontario: Pearson Canada Inc.
MyLab textbook resource. Available with both hard copy or e-textbook.
Electronic devices (i.e. Laptop, iPad, smartphone) will be utilized in class.

Course Schedule

Week # / of:		Topic	Textbook	Deadline/Deliverables
Tues., Jan. 3 Classes begin for all academic programs **Mon., Feb. 13 Family Day - No classes** **Tues., Feb. 14 to Fri., Feb. 17, Mid-semester break - No classes** **Mon., Apr. 10 Last day of regularly-scheduled classes** **Wed., Apr. 12 to Wed., Apr. 26 Final exam period*** ***Fri., Apr. 14 to Mon., Apr. 17 Easter - No exams**				
1	Jan 2	Introduction; What is Organizational Behaviour?	Ch 1	
2	Jan 9	Perception, Personality & Emotions	Ch 2	
3	Jan 16	Working in Teams	Ch 5	
4	Jan 23	Communication, Conflict & Negotiation	Ch 6	Active Learning Exercise 1
5	Jan 30	Values & Attitudes; Stress at Work	Ch 3	Debate #1
6	Feb 6	**Mid-term review and Exam** **(**Chapters 1, 2, 3, 5, 6)		
7	Feb 13	Leadership	Ch 8	Debate #1 summary
8	Feb 20	Leadership	Ch 8	Debate #2
9	Feb 27	Power and Politics	Ch 7	Debate #2 summary Active Learning Exercise 2
10	Mar 6	Motivating Self and Others	Ch 4	Debate #3
11	Mar 13	Decision Making, Creativity and Ethics	Ch 9	
12	Mar 20	Organizational Culture & Change	Ch 10	Active Learning Exercise 3
13	Mar 27	Group presentations		Group presentation
14	Ap 3	Peer Evaluations Final Exam Preparation		
April 12-26		Final Exam Period		

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

"Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit."

What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

"Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication "*Plagiarism Avoided; Taking Responsibility for your Work".* This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.